



## **POSITION TITLE: Living Spaces Coordinator**

**TERM: Full Time, Temporary**

**SUPERVISOR: Director of Research & Policy Development**

Secwépemc Child and Family Services Agency (SCFSA) is a progressive and culturally focused agency supporting family safety that endeavors to provide outstanding practice to First Nations families residing in the communities of the seven-member bands; Adams Lake, Bonaparte, Neskonlith, Simpcw, Skeetchestn, Tk'emlúps te Secwépemc, and Whispering Pines/Clinton and who reside in Kamloops.

Striving to provide exceptional family healing services through prevention-based practice, SCFSA incorporates a Signs of Safety® framework as an innovative, strengths-based, and safety-organized approach to child protection casework.



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### **Job Summary**

The full-time, temporary Living Spaces Coordinator is responsible for supporting administrative, operational and program requirements of Secwépemc Child and Family Services Agency's living spaces pilot projects. This role will act as a liaison ensuring the occupancy, security, maintenance and cleanliness of Living Spaces. Reporting to the Director of Research and Policy Development, the Living Spaces Coordinator will be self-motivated and detail-orientated, willing to take on a variety of tasks to support the pilot projects.

### **Qualifications**

#### **Education and Experience**

- Candidates must have a post-secondary education in technical, social sciences, planning or administration with 2+ years' experience in infrastructure or equivalent combination of education & experience.
- Must have in-depth knowledge and understanding of culturally responsive infrastructure.
- Recognized analytical and research skills.
- Experience in collecting program data and preparing reports.
- Food Safe certified.

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#### **Main Office:**

153 Kootenay Way, Kamloops, BC V2H 0E6  
Ph: 250-314-9669 Fax: 250-314-9609



## **Skills and Abilities**

- Must have strong administrative and organizational skills to ensure project tasks are completed (scheduling, document and data management, tracking, deadlines etc.).
- Experience drafting reports.
- Strong ability to multi-task, problem solve and prioritize workloads.
- Excellent verbal and written communication skills.
- Ability to adapt to changing needs, prioritize client deliverables, and meet required deadlines, in a fast-paced environment.
- Ability to manage one's own workload effectively, efficiently, and independently, achieving results within strict time constraints.
- Ensures Living Spaces, grounds and equipment meet industry standards, and all safety, security and fire regulations and policies are met.
- Respond to Living Spaces concerns as they arise, conduct inspections, prepare scope of work and work orders to address identified maintenance issues.
- Proficiency with Microsoft Office Products (Word, Excel, Outlook, Teams, PowerPoint).
- Recognizes and respects all cultural diversity and has knowledge of Secwépemc Culture.

## **Working Conditions**

- This position requires flexibility to work outside of regular office hours (i.e. early mornings, evenings) when necessary and will require frequent travel between locations.
- Receives regular supervision and direction of the work performed.
- The Candidate must be able to lift and carry up to 25 lbs., as well as have the manual dexterity to type, file documents and operate small machinery.
- The Candidate must be able to walk short distances / climb stairs.
- Potential for violence in the workplace.

## **Conditions of Employment**

- Must be able to obtain and maintain a Criminal Records Check.
- Must be able to obtain and maintain a valid BC Driver's License.
- Must be able to obtain and maintain Food Safe certification.
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## **Directly Supervises**

- None

## **Pay Grade**

- Starting wage is \$35.1121 / hr.

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An eligibility list may be created.

## **SUBMIT COVER LETTER and RESUME**

**Human Resources Department**

[hr@secwepemcfamilies.org](mailto:hr@secwepemcfamilies.org)

Posted until Filled

Note: only screened in applicants will be contacted. As per Section 41(1) of the BC Human Rights Code, preference may be given to qualified applicants of First Nations ancestry. Preference may also be given to applicants who can demonstrate knowledge and/or experience with Secwepemc language, culture, history, and customs.

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